

# Minutes of a Meeting of Bergh Apton Parish Council Thursday 10<sup>th</sup> January 2019 at 7.00pm In The Village Hall

## Members Present

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Parish Members Present	David Skedge (Chair), Janet Skedge, Richard Herring, John Ling, Hugh Porter, Renata Thornber, Paul Thornber
In attendance:	Clerk Julie Gosling and two members of the public
Apologies	Cllr John Fuller, Cllr Barry Stone

### **1 To receive apologies for absence and declarations of interest**

Apologies as above.

John Ling declared an interest in relation to the PCC request for grant for Churchyard maintenance for 2018/19 as Churchwarden (Item 9.5) and in the proposed purchase of a projector for the village (Item 9.7) and was not involved in the approval of either transaction.

### **2 To approve minutes of meeting held on 21<sup>st</sup> November 2018**

The minutes of the meetings held on 21<sup>st</sup> November 2018 were approved and signed by the Chairman.

### **3 To report progress on items not on Agenda arising from last meeting**

- 3.1 Item 3.1 – Rowan Tree Plaque – Clerk had enquired of a likely date for installation from NCC and was awaiting a response.
- 3.2 Item 3.2 – Village Sign – John Ling reported that he was having difficulty locating a competent signwriter to repair the sign's lettering. He will continue to try to source a suitable contractor and report back in due course. Clerk reported South Norfolk Council had confirmed that the maintenance and repair of the sign could be financed from CIL funds.
- 3.3 Item 3.3 – To consider recent accident at Mill Road crossroads – Clerk had written to Councillor Stone for an update on remedial works requested from the last meeting, but no response had been received as yet. Clerk to chase.
- 3.4 Item 7.3 – Land East of Millers Cottage, Mill Road – erection of 2 storey dwelling. Clerk had informed South Norfolk Council of the Parish Council's objections to the development. The application had subsequently been approved with conditions. Councillors agreed that no further action could be taken and would await an approach from the owner regarding the relocation of the telephone box – one of the conditions of the permission.
- 3.5 Item 9 – To consider SAM2 unit progress and further actions to be undertaken – Clerk reported the SAM2 unit was now up and running and in its second position. A rota had been prepared for volunteers and training given. Reports were being produced on a regular basis providing data on speeds, contraventions of the speed limit and level of traffic. Councillors agreed that an article should be put in the newsletter bringing villagers' attention to the unit - John Ling to prepare, that the data should be collated and considered thoroughly after all the locations had been used to give

a fuller picture. Councillors felt that the best way of presenting the information was in the form of bar charts. Clerk to give a report at the APM.

#### **4 Open forum for Public Participation: an opportunity to hear from members of the public**

Members of the public attending to discuss Item 7.3.

A member of the public raised an issue in regard to the post box on Threadneedle Street, which had been damaged in 2010 and reported at that time. Unfortunately, despite various attempts the situation had not been resolved. Councillors asked that the Clerk pursue further, the member of the public to forward all correspondence to date. If the authority responsible for the post box did not wish to repair Councillors agreed that CIL monies could be used if permission to repair was obtained as this particular post box had historic importance and was a feature of the village.

#### **5 County Councillor's Report – Barry Stone**

None

#### **6 District Councillor's Report – John Fuller**

John Fuller had emailed the Clerk and reported as follows. He will be sending a newsletter around in the next few weeks. In addition the Local Plan is grinding away with the next steps to emerge in the Autumn when all the responses have been collated. South Norfolk Council are preparing for Brexit and the financial settlement was better than expected so they will be able to keep the planned council tax rise (same as last year) rather than hike it more than that.

#### **7 Planning**

- 7.1 2018/0758 – Land west of Washingford Barn, Cookes Road – outline planning for 2 detached dwellings – Clerk reported no appeal had been lodged according to the South Norfolk Council website, the deadline for appeal being 6<sup>th</sup> January.
- 7.2 2018/2714 – Land to North of Holm Oak, The Street – variation to allow changes in style, colour and materials of windows, doors, fascia, soffit and bargeboards. Councillors approved of the application with no comments or objections. Clerk to inform South Norfolk Council.
- 7.3 Bergh Apton Recycling Centre – change of use to a mixed development. Councillors had approved of the application at the last meeting and considered it would improve the facility for the community. A further application had been made by Norfolk County Council, in essence they had not stipulated the opening times in the first application. Two members of the public had made representations to Norfolk County Council objecting to the proposals on the basis of the possible increase in vehicular movements which would be detrimental to the surrounding roads, particularly at times of changeover of skips, when traffic backed onto the narrow Welbeck Road. Concerns were also raised over the definition from 'household' to 'trade' waste and the implications of this. A member of the public gave an overview of the history of the site and raised concerns that this would be the start of an increasingly used and expanding site.

Councillors agreed to give further consideration to the application in light of these views. Clerk to re-distribute the planning documents to Councillors, contact NCC requesting an extension of the deadline for comments and ask pertinent questions as raised by members of the public.

## **8 To consider Playground refurbishment progress and further actions to be undertaken**

The Working Party had investigated the possibility of accommodating the larger play dome within the play area and Wicksteed had confirmed that this was indeed possible. A quotation had been received for a cost of £5,530.66 (VAT not included). Councillors agreed that the Dome now be purchased and Clerk to process order.

Clerk reported that the bid to the Paul Bassham Charitable Trust had been successful and they had donated £500 to the purchase of the table tennis table. Clerk to thank the Trust for their donation. Councillors agreed it would be prudent not to purchase the table until the Dome had been installed.

## **9 Finance**

- 9.1 Cheque raised and approved for Clerk's salary for January - £174.72. Councillors also approved salary payment for February - £174.72, cheque to be raised in due course when payroll issue payslips, in accordance with HMRC regulations.
- 9.2 Cheque raised and approved to Westcotec for SAM2 unit - £4,006.80
- 9.3 Cheque raised and approved to South Norfolk Council for Dog bin emptying - £90.00
- 9.4 Cheque raised and approved to Autela Group Limited for payroll services – Q3 - £46.80
- 9.5 Cheque raised and approved to Bergh Apton PCC as donation towards Church maintenance - £200
- 9.6 To discuss and approve budget in order to set precept – Clerk presented the draft budget and Councillors considered the contents. The Bergh Apton Parochial Church Council had submitted a request for £600 for maintenance of the churchyard and the newsletter had also made a request for £100 for running costs. Clerk also reported that she had found over the year that the NALS subscription had not been as useful as first expected and proposed that a subscription to the Norfolk Parish Training and Support be taken out instead at a lesser cost of £41.86. Clerk reported that as CIL funds could be used for village sign and playground maintenance and repair these had been removed from the budget as far as the precept was concerned.  
Councillors agreed the budget and the pre-cept to be frozen at £21 per band D property. This would leave a potential deficit of £416 which would be serviced by the existing reserves. Clerk to forward revised budget to Councillors and complete Precept form for Chairman's signature.
- 9.7 To discuss purchase of new projector for the Village – A request had been made from a consortium of village groups in respect of the existing projector. Unfortunately the projector is now at the end of its life and repair would be expensive (upwards of £300). The group therefore wish to purchase a new projector for village use at a cost of £420 + £10 delivery. The Parish Council were asked to donate £72 towards the cost as one of the user organisations, however the Clerk had been advised by South Norfolk Council that the whole cost could be funded from CIL monies. Councillors therefore agreed that the projector be purchased and a custodian be appointed.

## **10 To discuss procedure for upcoming Parish Council election 2<sup>nd</sup> May 2019**

Clerk reported no further information had been provided by South Norfolk Council but as and when contact made Clerk to pass any relevant papers etc through to Councillors. Clerk's training had been moved to 15<sup>th</sup> January and she would update Councillors at the next meeting. Councillors agreed that it would be useful if there was an article in the newsletter informing residents about the upcoming elections and how they could get involved. Clerk to draft article after training day.

**11 To review GNLP comments and update**

Clerk reported that the agreed Parish Council comments had been logged onto the consultation system in regard to the additional sites, furthermore an email had been sent to the GNLP team at Norfolk County Council making more general comments as Councillors had agreed. According to the timetable the next step would be the publishing of a draft plan for consultation in Sept/October 2019.

**12 To discuss purchase of Laminator for public notices**

Clerk proposed that the Parish Council purchase a laminator as most of the noticeboards were open to the elements and notices quickly deteriorated. Clerk had identified a suitable laminator at a cost of £18.99. Councillors agreed to the purchase.

**13 To agree items for the next meeting**

- To discuss revised Standing Orders
- To discuss revised Code of Conduct
- To discuss revised Risk Assessments

Future Dates for Meetings: 27<sup>th</sup> February (Wednesday), 4<sup>th</sup> April (Thursday) – APM, 24<sup>th</sup> April (Wednesday) - AGM/Data Protection Committee